A better way to format your document for CEUR-WS[1⋆]

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Abstract

A clear and well-documented Word document is presented as an article formatted for publication by CEUR-WS in a conference proceedings. This article presents and explains many of the common variations, as well as many of the formatting elements an author may use in the preparation of the documentation of their work.

Keywords

paper template, paper formatting, CEUR-WS

1. Introduction

CEUR-WS's Word template provides a consistent style for use across CEUR-WS publications. This document will explain the major features of the template. If you are new to publishing with CEUR-WS, this document is a valuable guide to the process of preparing your work for publication.

You should use this template to prepare articles for any CEUR-WS publication, and for any stage of publication, from review to final "camera-ready" copy with very few changes to the source.

You should only use the styles embedded in this document.

2. Modifications

Modifying the template — including but not limited to: adjusting margins, typeface sizes, line spacing, paragraph and list definitions — is not allowed.

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3. Installing the Libertinus fonts

CEURART uses the Libertinus fonts. You may have to install these fonts on your computer. The text below shows how to locally install them.

3.1. Libertinus fonts for Linux

1. Download the latest Libertinus zip file here.
2. Extract the files to a temporary directory, e.g. ~/Downloads/Libertinus-7
3. Make sure that a directory ~/.local/share/fonts exists.
4. Copy the Libertinus fonts: cp ~/Downloads/Libertinus-7/static/OTF/*.otf ~/.local/share/fonts
5. The fonts should now be installed.

3.2. Libertinus fonts for Windows

1. Download the latest Libertinus zip file here.
2. Extract the files to a temporary directory, e.g. C:\\users\<username>\Downloads\Libertinus-7
3. Open the Windows 10 “Settings” from the Start menu and switch to the Personalization / Fonts it should display the currently installed fonts, each as a directory.
4. Navigate to the directory C:\\users\<username\Downloads\Libertinus-7\Downloads\Libertinus-7\static\OTF
5. Select all files with extension .otf and drag and drop them to the field “Drag and drop to install” of the selected settings menu.
6. Close the windows; the fonts should now be installed.

For more detailed instructions, see this guide.

3.3. Libertinus fonts for macOS

1. Download the latest Libertinus zip file here.
2. Extract the files to a temporary directory, e.g. ~/Downloads/Libertinus-7
3. Open the Font Book app.
4. Navigate to the directory e.g. ~/Downloads/Libertinus-7/static/OTF
5. Drag and drop all .otf files to the Font Book window.
6. The fonts should now be installed.

For more detailed instructions, see this guide.

4. Front matter

4.1. Title information

For each proceedings volume published with CEUR-WS, the titles of its papers should either all use the emphasizing capitalized style or the regular English (or native language) style. Check with the editors of your volume which style you should adopt.

Do not insert line breaks in your title.

4.2. Authors and affiliations

Each author must be defined separately for accurate metadata identification. Multiple authors may share one affiliation. Authors' names should not be abbreviated; use full first names wherever possible. Include authors' e-mail addresses whenever possible.

Author names can have some kinds of marks and notes:

- affiliation mark: a superscript number following the author's last name.

The author names and affiliations could be formatted in two ways:

- Group the authors per affiliation.
- Use an explicit mark to indicate the affiliations.

4.3. Keywords

Keywords should be separated by commas.

4.4. Various marks in the front matter

The front matter becomes complicated due to various kinds of notes and marks to the title and author names. footnotes are denoted by super scripted Arabic numerals, corresponding author by a Conformal asterisk (*) mark.

4.4.1. Title marks

Marks in the title should be denoted by a star (⋆) mark.

4.4.2. Author marks

Author names can have some kinds of marks and notes:

- corresponding author mark: a superscript asterisk (*) after the affiliation mark(s)
- equal contribution mark: a superscript dagger (†) after the corresponding author mark or the affiliation mark.

4.4.3. Other marks

At times, authors want footnotes which leave no marks in the author names. The note text shall be listed as part of the front matter notes.

5. Sections

You should use the pre-defined styles for sections (Heading 1), subsections (Heading 2), and subsubsections (Heading 3).

There should be no empty lines before section headings. The template already adds the necessary spacing before them.

6. Paragraphs

Paragraphs should be indented except for the first paragraph after a section, subsection, or subsubsection, which should not.

The default style for paragraphs is called *Normal*. First paragraphs should be styled with *Normal (non-indented)*.

7. Lists

Here is an example of a numbered list:

7. Item 1
8. Item 2
9. Item 3

Here is an example of a bulleted list:

- Item 1
- Item 2
- Item 3

8. Tables

In this section, you can find an example of table styling. Note that captions are placed *above* tables. It is recommended to add cross references to tables, i.e., please, check Table 1.

The style of texts within tables should be Normal.

Table 1
Frequency of Special Characters

Non-English or Math	Frequency	Comments
Ø	1 in 1,000	For Swedish names
π	1 in 5	Common in math
$	4 in 5	Used in business
Ψ	1 in 40,000	Unexplained usage

9. Figures

Your figures should contain a caption which describes the figure to the reader. Your figures should also include a description suitable for screen readers, to assist the visually challenged to better understand your work.

Figures should be centered, and their captions should be placed below them.



Figure 1: 1907 Franklin Model D roadster. Photograph by Harris & Ewing, Inc. [Public domain], via Wikimedia Commons. (https://goo.gl/VLCRBB).

10.Equations

An Example of equation

$$E = mc^2, \tag{1}$$

where ...

An example of the Figure 1, which also uses cross-reference. The style should be switched to Normal.

11.Citations and bibliographies

The references should be formatted according to the following guidelines:

- A paginated journal article [2].
- An enumerated journal article [3].
- A reference to an entire issue [4].
- A monograph (whole book) [5].
- A monograph/whole book in a series (see 2a in spec. document) [6].
- A divisible-book such as an anthology or compilation [7] followed by the same example, however we only output the series if the volume number is given [8] (so series should not be present since it has no vol. no.).
- A chapter in a divisible book [9].
- A chapter in a divisible book in a series [10].
- A multi-volume work as book [11].
- An article in a proceedings (of a conference, symposium, workshop for example) (paginated proceedings article) [12].
- A proceedings article with all possible elements [13].
- An example of an enumerated proceedings article [14].
- An informally published work [15].
- A doctoral dissertation [16].
- A master's thesis: [17].
- An online document / world wide web resource [18, 19].
- A video game (Case 1) [20] and (Case 2) [21] and [22] and (Case 3).
- A patent [23].
- Work accepted for publication [24]
- Prolific author [25] and [26].
- Other cites might contain 'duplicate' DOI and URLs (some SIAM articles) [27].
- Multi-volume works as books [28] and [29].
- A couple of citations with DOIs: [30, 27].
- Online citations: [31, 18, 32, 33].

12.Appendices

Appendices should be added after the references. Note that in the appendix, sections are lettered, not numbered.

Acknowledgements

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A. Online Resources

The ceur-art template for Word can be downloaded at https://ceur-ws.org/Vol-XXX/.